







1st

Working Committee meeting of the Trivandrum Footmat Cluster held by KVIC-BHARAT SEVAK SAMAJ on 16/09/2020 at 11 am at the BSS Ajei-Hasti mission office.

Proposed Agenda

1. Summary of the DPR
2. Explaining the details of Hard Intervention & Soft Intervention and the cash reserved in these two heads.
3. Permission for inviting tenders for hard intervention Building and machinery.
4. Time schedule and project implementation.
5. permission for Soft intervention for the last six months, Awareness and Training programmes.
6. office equipments - vouchers and miscellaneous expenses Computer, printer and scanner, to allow TA to keep sufficient amount with it for miscellaneous purpose)
7. Release of Technical Agency's and Implementing Agency's amount
8. progress achieved so far:
Bank account opened, CDE appointed
9. CDE - salary disbursement and TA
10. Approval for website creation of Trivandrum footmat cluster.
11. SPV Registration form and difficulties
12. Approved for formation of District Level Committee
13. Conclusion.

4 Members participated

Sl.No.	Name	designated with	signature
1.	K.P. LALITHA MANOH	contact No: Dy CEO, State office - Tum 9446585700	
2.	Dhadesh. M.s	Bank Representative, Bank of Baroda 9447335618	
3.	P.S. GANESAN	Nodal Officer (SFURT) KVIC, Tiruvandur	P.S. Ganesan
4.	A.S. Shivas 7356860615	Manager DIC Tiruvandur	
5.	G. Saji Poobba	Executive (N)	
6.	V.R. SAKHIMOK.	SPV President	
7.	B.S. Anpakkumar	Rep: B.S. (convenor)	
8.	Kuismaltha. BS	C.D.E	Kuismaltha

The meeting started at 11:am with Prayers. The same address was given by Mrs. Keishnalatha, Cluster Development Executive. The meeting discussed as per the agenda, as follows:

Summary of the DPR

Project brief by Mr. B. S. Gopalakumar
The Deputy CEO Smt. Kalithamaney gave a brief about the project and also quoted that this project should not only focus on generating income to the people but also should expand its activities generating more opportunities for the future generations.

To constitute the District level Advisory Committee with District Collector as the Chairman.

The main function of the District level Advisory Committee into monitor the performances in the Cluster. So as to make it more vibrant and effective.

Planning and Action on Fund Transfer discussion started by Technical Agency representative, Ms. Sivan Ambattu.

Asked to forge a clear action plan.

Mr. Anandan, from KVLC suggested that the awareness programmes can be conducted by arranging cluster wise meetings.

Instead of conducting Training programmes with 100 people, it can be conducted with 25 people, taking into consideration the directives issued by the Govt. on Covid-19 protocols. However, the sanctioned number of beneficiaries to be trained with sanctioned budget.

The awareness programme will be conducted by strictly following the Covid-19 protocols.

Hard Intervention

Committee advised TA to obtain permission from

the Panchayat for the construction of CFC as soon as possible and JA assumed to take necessary steps immediately.

- * It is required to form a District level committee with a panel of expert for different sectors. The members may be identified who are highly helpful to the clusters to develop strategies and Intervention.
- * The Committee is asked to verify the number of artisans presently available from the list submitted in DPR and to meet the vacuum by adding additional artisans so that the claimed 500 artisans as in the DPR should remain intact. This new and revised list to be placed in the next working committee meeting for approval. List of 40 artisans were provided by KVIC for confirmation.
- * Permission for inviting tenders for Hand intervention (Building and mact machinery)
- * JA has to be prepare the tender documents along with the technical specifications.
- * After getting it approved by KVIC, the tender has to be published in KVIC and BSS websites. This is to be advertised in leading newspaper in variably.
- * permission granted to purchase computer, accessories and Tailoring machine duly observing eFR in the working Committee, meeting in the expenditure from the JA cost Head.
- * The sketch of the building to be developed by the Chartered Engineer before submitting it to Panchayat.
- * Time schedule And project Implementation.
- * The quarterly action plan of the project should be prepared and to be implemented accordingly.
- * Permission for Soft intervention for the last six month Awareness and training programmes.
- * Permission is already granted.

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It is advised to implement hard as well as soft intervention simultaneously to save time. Office equipment - Vouchers and miscellaneous expenses Computer, Printer and Scanner, To allow it to keep sufficient amount with it for miscellaneous (purpose)

* Vouchers required.

* All equipments are to be bought together and mode of payment should be transactions which have to be maintained head wise.

* Registration of SPV under Indian Societies Registration Act, 1860.

* members requested KVIC to convince the Head office for going ahead with the registered SPV, as in Kerala all such registrations are done under Travancore - Cochin literary - Scientific Charitable Society registration

act. Any change there in will make impact on implementation if may not be possible to complete the activities within time. Committee members found that re-registration of SPV is not possible at this juncture and any such effect will require more time and as such advised JA to carry on with work as per the action plan. KVIC has agreed to refer the matter with its central office for further action.

* Release of Technical Agency's And Implementing Agency's Amount.

* Decided to release the TA fees @ 50% rate in 1st installment.

* The Committee has decided to release Rs. 1,30,000/- to JA as expenditure amount which will include the CDG salary.

* KVIC have asked to submit the appointment letter of the

CDG

* The executive should sign the cash book and have

asked to maintain a ledger book.

- * The expenditure incurred should be placed in next working Committee Meeting for approval/rectification.
- * Progress achieved so far. Bms account opened, CDE Appointed.
- * CDE appointed.
- * current Account/abandoned Account opened.
- * Approval for website creation of Sivandram farm cluster.
- * website creation to be initiated soon and persons that a blog may be created on the cluster name.
- * should upload the images of the site and also appointment order of the CDE in the SFURTI Site.
- * minutes copy should also be uploaded to the SFURTI Site.

The meeting concluded at 4 P.M

~~Conversion~~